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ABSTRACT

The result of a comprehensive review by the Board of Governors of the California Community Colleges of the minimum standards entitling community college districts to receive state aid, this report provides background information, summarizes proposed changes, and offers the complete text of a revised set of regulations. Section I presents background on the Board's mandate to set regulations fixing minimum standards and to periodically investigate each community college to determine whether it has met these standards. This section also identifies themes that have emerged during the Board's 2-year investigation of the standards; summarizes the Educational Policy Committee's discussions; reviews proposed regulation changes; and proposes a process for future reviews. Section II, the bulk of the report, itemizes and provides commentary on the proposed regulations which include chapters on base levels of performance in instructional programs; qualifications and numbers of teaching staff; grading policies; facilities; counseling programs and staff; degrees and certificates; minimum class size; and approval of new colleges and centers. Appendices include proposals to reform accountability, criteria for minimum standards, a copy of the text of the minimum standards as adopted by the Board of Governors, and a policy for 1982-83 course cuts. (LL)

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JC 830 265

Board of Governors of the
California Community Colleges
March 10-11, 1983

Item 6

Title: Minimum Standards

Staff Presentation: Tom Nussbaum
General Counsel

Summary

The Board of Governors is required to adopt regulations fixing minimum standards entitling districts to receive state aid. Since 1968, the Board has adopted some 60 minimum standards. The standards have been adopted on a piecemeal basis, and have never been comprehensively reviewed.

This item is the seventh and final in a series which has provided the Board with an opportunity to comprehensively review and revise its current minimum standards. Earlier items, commencing in January 1982, provided essential background information, assessed the current standards, proposed a new set of minimum standards for information and discussion purposes, and addressed public testimony as well as Board concerns. The Education Policy Committee has considered items in this series on six separate occasions.

At its meeting of January 27, the consensus of the Education Policy Committee was to move adoption of the regulations with the following modification: Existing minimum standards related to instructional programs (Sections 51100 and 51101), faculty (Sections 51200 and 51201), and facilities (Sections 51400 and 51401) should not be repealed. Instead, these provisions should be retained until they can be replaced with more specific and objectively verifiable standards on the same topics.

The proposed regulations have been modified to reflect this Committee consensus.

Recommended Action

The Education Policy Committee should adopt a motion recommending that the Board of Governors adopt the proposed regulations on minimum standards commencing on page 8.

I. Background

A. *The Mandate: Past, Present and Future.*

The Board of Governors is required to adopt regulations "fixing minimum standards entitling districts to receive state aid..." (Education Code Section 71025).

The law also requires the Chancellor's Office to periodically investigate each community college to determine whether it has met these minimum standards (Education Code Section 71026).

Since its inception in 1968, the Board has adopted some 60 minimum standards.[1] About 20 of these were taken directly from "Junior College" standards adopted by the State Board of Education (see Reference Manual for Minimum Standards, pages 34-38), while the rest have been added piecemeal since 1968. The standards address such matters as the community college instructional program, faculty, grading policies, facilities, counseling services, degrees and certificates, minimum class size, and open courses. They have never been comprehensively reviewed by the Board.

Over the past two years staff has been reviewing and studying the Board's minimum standards, as well as analyzing how these standards relate to the numerous other compliance and leadership responsibilities placed upon the Board and Chancellor's Office. Basic findings are that: (1) some of the standards are too vague, (2) some of the standards are out-of-date, (3) some of the standards are overly specific and unenforceable, and that (4) the standards as a whole lack a coherent basis or philosophy.

Partly because of these deficiencies, staff has never developed a procedure for examining whether colleges have met all the minimum standards. Instead, other compliance mechanisms have been developed for addressing some of the individual standards; also the Chancellor's Office has concentrated on implementing other of the Board's more specific compliance responsibilities.

This item is the seventh and final in a series which has provided the Board with an opportunity to comprehensively review and revise its minimum standards. It notes essential information from the first six items; summarizes modifications made by the Education Policy Committee; summarizes the contents of the new standards, as modified; and presents, for action, the revised set of minimum standards.

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[1] The current minimum standards and other important reference materials have been compiled in a document entitled: Reference Manual for Minimum Standards. This manual is available upon request.

B. *Essential Information from Earlier Items.*

The six previous agenda items[2] in this series have presented a great deal of information. Three common threads, however, have run through all six items:

1. Most statutes (about 3,500 in number) that impose legal requirements upon community college districts do not call upon the Board of Governors to enforce, monitor or otherwise implement such statutes. While the agency does have the authority to monitor compliance with such provisions, there are severe resource constraints inhibiting such activity. In fact, the agency doesn't have nearly enough resources to monitor, enforce, implement or otherwise carry out those statutes (about 500) that expressly mandate its functions.

2. One major response to this gulf between agency mandates and staffing is the development of "Proposals to Reform Accountability" (Appendix A), in which staff is attempting to consolidate and interrelate the vast array of accountability mechanisms (Appendix B) currently administered or participated in by the agency. The effort to comprehensively review and rewrite minimum standards is one critical aspect of these proposals to reform accountability.

3. Essentially, the new minimum standards have been written so as to take into consideration what is accomplished or can be accomplished by other accountability mechanisms (such as planning, data submission, accreditation, and review and approval functions), including other compliance mechanisms (such as local fiscal audits, 50% law, discrimination - AB 803, and the part-time instructor limit). The aim is to develop a set of minimum standards which establish achievable base levels of performance which are objectively verifiable, which address matters of compelling statewide interest requiring the Board's intervention, and which are not otherwise adequately addressed through some other accountability mechanism (See Appendix C for the five specific criteria for evaluating and developing minimum standards).

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2. The six previous agenda items are as follows:

1. January 28-29, 1982 (provided essential background information)
2. April 22-23, 1982 (assessed current minimum standards)
3. July 15-16, 1982 (initial staff proposal for information and discussion)
4. October 28-29, 1982 (revised staff proposal)
5. December 9-10, 1982 (supplement to October item which indicated additional changes as well as staff response to Committee concerns and public testimony
6. January 27-28, 1983 (revised staff proposal)

C. *The Development of the Regulations: Summary of Education Policy Committee Discussions and Summary of Proposed Regulations.*

Summary of Education Policy Committee Discussions

After preparing an agenda item which assessed the current 60 minimum standards against the five criteria (Appendix C) for evaluating minimum standards, staff developed an initial draft of new minimum standards. This draft has been discussed and modified in five subsequent meetings of the Education Policy Committee (June 25, September 16, October 28, December 9, and January 27).

The major Committee modification of the proposed regulations came on January 27, when the Committee disagreed with a portion of the staff proposal that would have repealed certain current minimum standards on instructional programs (Sections 51100 and 51101), faculty (Sections 51200 and 51201), and facilities (Sections 51400 and 51401). The Committee felt that these six standards, even though they weren't perfect, should be retained until more suitable ones could be adopted in their place. The Committee did not accept the staff position that these six standards were unnecessary in light of the fact that there are similar accreditation standards currently in place to address the topics of instructional programs, faculty and facilities.

In response to Committee direction, staff has modified the proposed regulations so that the current texts of Sections 51100, 51101, 51200, 51201, 51400 and 51401 (relating to instructional programs, faculty and facilities) are preserved as minimum standards. Organizational and numbering complications have required that these provisions be repealed and added back, with new Section numbers shown in parentheses: 51100 (51020), 51101 (51021), 51200 (51022), 51201 (51023), 51400 (51024) and 51401 (51025). Staff has also begun to develop more specific and objectively verifiable standards on the same topics, which hopefully will be ready for initial Committee perusal in April.

The Committee has also guided the development of the regulations in a number of other significant ways. First, it determined that the review and revision of minimum standards should not be limited to the existing standards; instead new topics for mini um standards should also be considered. In response, staff has proposed new minimum standards on comprehensive planning, student fees, and accreditation.

Second, the Committee was concerned that there be a process for ongoing review and development of minimum standards. In response, staff has developed a procedure (see page 7) which will provide for ongoing review by the Committee.

Summary of Contents

Following is a summary of the proposed regulation changes to establish a new set of minimum standards:

1. Two provisions on instructional programs (51100 and 51101) are being repealed and added back as new Sections 51020 and 51021. These provisions, while not fully consistent with the criteria for minimum standards, are being retained until more suitable standards are developed. See pages 8 and 21 for further discussion.

2. Two provisions on faculty (51200 and 51201) are being repealed and added back as new Sections 51022 and 51023. These provisions, while not fully consistent with the criteria for minimum standards, are being retained until more suitable standards are developed. See pages 9 and 21-22 for further discussion.

3. Sixteen provisions on standards of scholarships (grading policies -- 51300-51319) are being consolidated into a single standard (new Section 51002). This standard requires governing boards to adopt regulations which are consistent with each of these 16 standards, and to file a copy of their regulations with the Chancellor. In addition, districts are required to substantially comply with their own regulations, as well as the regulations of the Board of Governors. The 16 individual standards have been moved out of Division 2 and into Division 6. See pages 9-11, 15-16 and 25-36 for further discussion.

4. Two provisions on facilities (51400 and 51401) are being repealed and added back as new Sections 51024 and 51025. These provisions, while not fully consistent with the criteria for minimum standards, are being retained until more suitable standards are developed. See pages 11 and 22 for further discussion.

5. Four provisions on counseling services are being rewritten (see new Section 51018) so that they are objectively verifiable and up-to-date. Provisions requiring counselors to be credentialled are being added to a different portion of Title 5 (Division 3). See pages 11-12, 20-21 and 24 for further discussion.

6. Ten provisions on degrees and certificates (51620-51629) are being consolidated into a single standard (new Section 51004). This standard requires governing boards to adopt regulations which are consistent with each of these ten

regulations, and to file a copy of their regulations with the Chancellor. In addition, districts are required to substantially comply with their regulations as well as with the regulations of the Board of Governors. The ten individual provisions on degrees and certificates have been moved out of Division 2 and into Division 6. See pages 12-13, 16 and 36-43 for further discussion.

7. Four provisions on minimum class size (51700-51703) are being recommended for repeal on the basis that they are outdated and unnecessary. See page 13 for further discussion.

8. Seven provisions on approval of new colleges and educational centers (51800-51808) are being consolidated into a single standard (new Section 51014) on the basis that all seven provisions need not be stated as minimum standards. Other provisions are being moved out of Division 2 and into Division 6. See pages 14, 19 and 44-46 for further discussion.

9. Seven provisions relating to the legal requirement that courses be open to the general public (51820-51826) have been moved to a new division of Title 5 (Division 9, Fiscal Support). Other compliance mechanisms (attendance accounting regulations) have been implemented to carry out this requirement. A single minimum standard is proposed to complement these regulations. See pages 16-17 for further discussion.

10. A new standard on affirmative action (51010) has been added to reflect the Board's policy (adopted December, 1981) on the subject. The standard incorporates by reference other portions of Title 5 (Sections 53002, 53003, 53004 and 53021) which have been adopted as minimum standards. See page 18 for further discussion.

11. A new standard regarding comprehensive or master planning (51008) has been developed. See pages 17-18 for further discussion.

12. A new standard regarding student fees (51012) has been developed. See pages 18-19 for further discussion.

13. A new standard requiring colleges to be accredited (51016) has been added. See pages 19-20 for further discussion.

14. Two new provisions regarding review of colleges and enforcement of minimum standards (51100 and 51102) have been added. See pages 22-23 for further discussion.

D. *Future Reviews and Revisions*

The minimum standards proposed for adoption represent a major first step in development of a workable policy on the subject. Future additions, deletions, and refinements will be necessary; and a process is being instituted to insure that the standards are reviewed and changes made. Working at the direction of the Education Policy Committee and the Board, staff will review and evaluate minimum standards proposals or concerns offered by districts, interest groups, or concerned individuals. Periodic reports will be made to the Education Policy Committee, so that it may direct additional work. Each year, in December and January, staff will pull together previous work, review the current standards, and develop an agenda item which proposes necessary changes. In this manner minimum standards will be annually reviewed and revised, thereby ensuring the evolution of a more complete and higher quality policy.

II. Proposed Regulations

Following are proposed regulations for an updated set of minimum standards, as well as a process for reviewing compliance with and enforcing such minimum standards. Specific comments appearing in italics explain each proposed change.

Be it resolved by the Board of Governors of the California Community Colleges, acting under the authority of Sections 66700, 71020, 71025, 71026, 71062, 71066, 71068 and 84373 of the Education Code, in order to implement, interpret, or make specific Sections 66700, 71025, 71026, 71066, 71068 and 84373 of the Education Code, and pursuant to the Administrative Procedures Act, that regulations in Title 5 of the California Administrative Code are added, amended or repealed as follows:

(1) Chapter 1 (commencing with Section 51000) of Division 2, Part VI is repealed.

Comment: This chapter consists of a single provision (Section 51000) which simply states that the Division (Division 2) contains the Board's minimum standards. This single provision has been slightly paraphrased and added as new Section 51000.

(2) Chapter 2 (commencing with Section 51100) of Division 2, Part VI is repealed.

Comment: This chapter consists of two provisions (Sections 51100 and 51101) relating to the instructional program of colleges. These provisions are being repealed and added back as new Sections 51020 and 51021. Section 51100 requires stated objectives for the instructional program. Section 51101 requires a college to establish such courses and programs as will permit realization of the college's objectives and functions; it also requires the courses and programs to be approved by the Chancellor. Compliance with these provisions has not been monitored, except through the Program Administrative Review (PAR) process, which is a nonpunitive compliance checklist periodically administered to districts by the Chancellor's Office.

Sections 51100 and 51101 were drawn almost verbatim from former Section 131 of the regulations of the State Board of Education. The Board of Governors adopted these provisions and hundreds of others in its blanket adoption of all previous Board of Education regulations on July 25, 1968.

The two standards appear to establish achievable base levels of performance which are objectively verifiable.

(3) Chapter 3 (commencing with Section 51200) of Division 2, Part VI is repealed.

Comment: This chapter consists of two provisions (Sections 51200 and 51201) relating to faculty. These provisions are being repealed and added back as new Sections 51022 and 51023. Section 51200 requires each community college to have an "adequate" teaching staff showing "adequate" scholarship, experience and teacher ability for each major field of the curriculum. Section 51201 requires each college to have a "sufficient" number of faculty members to enable students to receive individual assistance in learning, and to permit continued professional growth of faculty members. Compliance with these provisions has not been monitored, except through the PAR process.

Sections 51200 and 51201 were drawn almost verbatim from former Section 131 of the regulations of the State Board of Education. They, too, were part of the Board's wholesale adoption of regulations on July 25, 1968.

(4) Chapter 4 (commencing with Section 51300) of Division 2, Part VI is repealed.

Comment: This chapter consists of 16 provisions (Sections 51300-51319) which constitute the Board's "Grading Policies." It is being recommended that these provisions be consolidated into a single minimum standard (new Section 51002) and that the text of most sections be moved to Division 6.

Only three of these provisions (51300, 51302 and 51304) were drawn (in July, 1968) from regulations of the State Board of Education (See Sections 130.5 and 131). Seven others (Sections 51301, 51302.5, 51303, 51305, 51306, 51307 and 51308) were added by the Board of Governors in July of 1971. Finally, four (51315, 51316, 51318 and 51319) were added in April of 1977, two (51303.5 and 51325) in February of 1980, and one (51317) in March of 1982. The Board completed a comprehensive review of these regulations in February and April of 1980; with other technical changes being made in March 1982.

The Board has a specific statutory responsibility to establish "minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal and readmission policies" (Education Code Section 71066). In turn, districts are required to "establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors." (Education Code Section 72285.)

By and large, the grading policies regulations establish achievable base levels of performance which are clearly stated and which are objectively verifiable. In addition, there is no other compliance process which can adequately monitor whether compliance is being achieved.

There is, however, one significant difficulty with a few of the grading policies regulations: the way that they are worded poses an impossible monitoring and enforcement responsibility upon staff. Take, for instance, the provision on probation, which provides, in part:

> *51303. Standards for Probation.*
> *(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 51306.*
> *(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", and "NC" (as defined in Section 51306) are recorded reaches or exceeds fifty percent (50%).*

Assume that, with respect to a single student, the college makes an error in applying Section 51303. Because the provision is worded to apply on a student-by-student basis, a minimum standards violation will occur if there is a single error. It is not only impossible to monitor the particular application of such grading policies; it is also highly doubtful that the Board would want to withhold state aid in the event of an isolated misapplication.

Staff believes that scope problems with these few grading policies regulations can be solved in the following manner: districts would be required to adopt regulations which are consistent with the Board's standards of scholarship; they would also be required to file a copy of their regulations with the Chancellor; finally, they would be required to substantially comply with their regulations and the regulations of the Board of Governors pertaining to standards of scholarship. The particular grading policies would then be moved to a different portion of Title 5 (to Division 6).

In practice, then, staff would review district's grading plicies regulations to insure that they were consistent with the Board's regulations. From time to time an on-site review would be conducted to insure that the district was actually applying these regulations on a uniform or consistent basis. If the district failed to submit regulations which were consistent with the Board's, or if districts were not substantially complying with the regulations, there would be a minimum standards violation.

(5) Chapter 5 (commencing with Section 51400) of Division 2, Part VI is repealed.

Comment: This chapter consists of two provisions (Sections 51400 and 51401) relating to facilities. These provisions are being repealed and added back as new Sections 51024 and 51025. Section 51400 requires each community college to have an "adequate" working collection of books for each major field in the curriculum. Section 51401 requires each community college to have "adequate" equipment, materials, and furnishings for courses offered in agriculture, business and commercial education, fine arts, home economics, industrial and technical training, music, natural and physical sciences, and physical and health education. Compliance with these provisions has not been monitored, except through the Program Administrative Review process.

Sections 51400 and 51401 were drawn almost verbatim from former regulations of the State Board of Education. They, too, were part of the Board's wholesale adoption of regulations on July 25, 1968.

(6) Chapter 6 (commencing with Section 51500) of Division 2, Part VI is repealed.

Comment: This chapter consists of four provisions on counseling programs (Sections 51500-51503) which are being rewritten so that they are objectively verifiable and up-to-date (see new Section 51018). Current Section 51500 requires each college to have an "adequate" counseling staff, both in training and experience. In addition, the college is required to provide specified kinds of counseling services (those listed in Sections 51501-51503). Section 51501 requires that counseling services help the student determine educational goals, and help the student make a self-appraisal of progress toward those goals. Section 51502 specifies services that must be provided to each first-time freshman enrolled in more than six units. Finally, Section 51503 requires that each student on probation be provided individual counseling and guidance. Compliance with these provisions has not been monitored, except through the PAR process.

These four provisions on counseling were drawn almost verbatim from regulations of the State Board of Education (Section 131(h)). They, too, were part of the Board's wholesale adoption of regulations on July 25, 1968.

Current Section 51500 is deficient in that it is not objectively verifiable; instead, it calls for a subjective judgment about the "adequacy" of the counseling staff.

Accreditation standards do not directly address the kinds of counseling services to be provided, and only partially address the issue of staffing. Standard 3A requires "institutional staff" to be qualified by training and experience. Standard 3C requires that "staff" be sufficient in number and diversity of preparation to provide effective instruction and support services. Standard 4A requires "student services" to be provided to enhance educational opportunities and meet special needs of students. Finally, Standard 4B requires that administrators, counselors, and support staff have the qualifications to provide effective services.

Staff believes that counseling should continue to be a minimum standard, although the current provisions need to be updated and made objectively verifiable. A special advisory committee on counseling has been addressing these and other questions related to counseling during the past year-and-a-half. Its analysis and recommendations have been considered and incorporated, where appropriate, in the new minimum standards (Section 51018).

(7) Chapter 8 (commencing with Section 51620) of Division 2, Part VI is repealed.

Comment: This chapter contains ten provisions (Sections 51620-51629) on the subject of degrees and certificates. It is being recommended that these provisions be consolidated into a single minimum standard (new Section 51004) and that the bulk of the provisions be moved to Division 6.

Current Section 51620 simply regulates the effective date of various provisions within the chapter. Section 51621 requires governing boards to adopt regulations consistent with the provisions of the chapter, and Section 51622 defines the term "satisfactorily completed." Section 51623 provides the requirements for the Associate in Arts degree, and Section 51624 provides the requirements for the Associate in Science degree. These sections (51623 and 51624) will only be effective until July 1, 1983. On July 1, 1983, Sections 51625 and 51626 (requirements for the Associate degree) will become effective.

These are provisions which were adopted by the Board in March of 1982. Section 51627 allows noncredit coursework to be converted to degree credit, while Section 51628 provides for certificates of achievement. Finally, Section 51629 requires the granting of a diploma when the student has completed the requirements for it.

Sections 51621, 51623, 51624, 51628 and 51629 were drawn from regulations of the State Board of Education (Section 131.7). Sections 51620 and 51622 were added in December, 1971. The Board adopted new standards on the Associate degree and general education in March, 1982.

The Education Code requires the Board to establish minimum standards related to graduation requirements (Section 71066). In turn, districts are required to adopt standards which are consistent with the Board's standards (Section 72285). Therefore, the subject of degrees and certificates is clearly appropriate for minimum standards.

Some provisions within this chapter (Sections 51623, 51624, 51626, 51628 and 51629) are subject to the same problem as the grading policies regulations. That is, these provisions are written to apply on a student-by-student basis, thus subjecting the district to a minimum standards violation if it misapplies a regulation as to a single student. This problem was corrected in the same manner as discussed in the grading policies regulations.

(8) Chapter 9 (commencing with Section 51700) of Division 2, Part VI is repealed.

Comment: This chapter consists of four provisions (Sections 51700-51703) on guidelines for minimum class size. Section 51700 requires guidelines for minimum class size to be developed by district governing boards. Section 51701 specifies the kinds of classes the guidelines apply to, as well as the classes that are exempted. Section 51702 specifies certain situations in which exceptions may be made to the guidelines. Finally, Section 51703 requires districts to file a copy of their guidelines with the Chancellor's Office.

The provisions on minimum class size were adopted by the Board in October 1971, in response to a recommendation of the now-defunct Coordinating Council for Higher Education.

Staff believes that there is no longer any compelling reason (if there ever was) for the Board to regulate minimum class size. The agency has many compliance responsibilities which are of much higher priority.

(9) Chapter 10 (commencing with Section 51800) of Division 2, Part VI is repealed.

Comment: This chapter consists of seven provisions (51800-51808) related to the Board's approval of new colleges and educational centers. It is recommended that most of these provisions be moved to Division 6, and that only a single minimum standard on the subject be retained (new Section 51014).

Current Section 51800 requires district boards to make their application for approval in accordance with the provisions of the chapter. Sections 51801 and 51803 specify the responsibilities of the Board of Governors and Chancellor's Office. Section 51802 defines the terms "college" and "education center." Section 51804 requires the district to provide an assessment of needs and preferences, Section 51806 requires an identification of objectives, and Section 51808 requires an analysis of alternative delivery systems.

These provisions on new colleges and educational centers were adopted by the Board in June 1975. The Education Code (Section 66700) requires the Board to establish minimum standards for the formation of new colleges.

It is readily apparent that not all of the provisions of Chapter 10 need to be minimum standards. In fact, the only necessary minimum standard is that district governing boards must submit new colleges for approval. The assessment of needs and preferences, the identification of objectives, and the analysis of alternate delivery systems can be required by other regulations which do not need to be designated as minimum standards. Also responsibilities of the Board of Governors and Chancellor's Office are inappropriate as minimum standards. Submission of the new college needs to be a minimum standard because there would otherwise be no method of enforcing compliance against a district which refused to submit a new college for approval.

The new minimum standard on approval of new colleges is contained in Section 51014.

(10) Chapter 1 (commencing with Section 51000) is added to Division 2 Part VI, to read:

Chapter 1. Minimum Standards

51000. Scope.

The provisions of this chapter are adopted under the authority of Education Code Section 71025 and comprise the rules and regulations affirming and fixing the minimum standards, satisfaction of which entitles a district maintaining community colleges to receive state aid for the support of their community colleges. The provision of this chapter are to be distinguished from the regulations contained in Chapter 15 (commencing with Section 51950) of this division. Those regulations constitute minimum standards for the formation and operation of a college which operates pursuant to Education Code Section 78007 and which will not receive or utilize state or local funds.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 66700, 71025, Education Code.

Comment: This section is a paraphrase of current Section 51000. No substantive change is made.

51002. Standards of Scholarship.

The governing board of a community college district shall:

(a) Adopt regulations consistent with the standards of scholarship adopted by the Board of Governors, as contained in Chapter 9 (commencing with Section 55750) of Division 6 of this part;

(b) File a copy of its regulations, and any amendments thereto, with the Chancellor; and

(c) Substantially comply with its regulations and the regulations of the Board of Governors pertaining to standards of scholarship.

NOTE: Authority cited: Sections 66700, 71025, 71066, Education Code. Reference: Sections 71025, 71066, 72285, Education Code.

Comment: *Currently there are 16 specific minimum standards regarding standards of scholarship (grading policies). Those standards generally require governing boards to establish policies to address course repetition, academic renewal, credit by examination, probation, dismissal, grade changes, the uniform grading scale, and other similar matters. These requirements have been consolidated into new Section 51002. This consolidation also solves the problem of violations in isolated instances. Under current regulations, for example, if a college fails to make a reasonable effort to notify a particular student that he has been placed on probation, the college has violated a minimum standard (Section 51307) and thus jeopardized its state aid.*

The proposed regulations recognize the inappropriateness of withholding state aid for specific instance violations of particular standards. Districts will be required to develop policy and regulations which are consistent with the Board's grading policies regulations; they will also be required, as a minimum standard, to substantially comply with those regulations.

The specific grading policies themselves have thus been deleted from the Division on minimum standards; they have been re-enacted in Division 6, commencing with Section 55750.

51004. Degrees and Certificates.

The governing board of a community college district shall:

(a) Adopt regulations consistent with regulations of the Board of Governors pertaining to degrees and certificates, which are contained in Chapter 10 (commencing with Section 55800) of Division 6 of this part;

(b) File a copy of its regulations and any amendments thereto with the Chancellor; and

(c) Substantially comply with its regulations and the regulations of the Board of Governors pertaining to degrees and certificates.

NOTE: Authority cited: Sections 66700, 71025, 71066, Education Code. Reference: Sections 71025, 71066, 72285, Education Code.

Comment: The subject of degrees and certificates has been treated in a manner similar to grading policies. The minimum standard concentrates on requiring districts to adopt policy and regulations which are consistent with the Board's regulations. Substantial compliance with these regulations is also required. The Board's regulations on degrees and certificates have thus been moved out of the Division on minimum standards and into Division 6, commencing with Section 55800.

51006. Open Courses.

(a) The governing board of a community college district shall adopt by resolution the following or a comparable statement: "It is the policy of this district that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 1 (commencing with Section 58100) of Chapter 2, Division 9 of Title 5 of the California Administrative Code."

(b) The statement of policy adopted by the board pursuant to subsection (a) of this section shall be published in the official catalog, schedule of classes, and addenda to the

schedule of classes for which average daily attendance is reported for state apportionment. A copy of the statement shall also be filed with the Chancellor.

NOTE: Authority cited: Sections 66700, 71025, 84500.1, Education Code. Reference: Sections 71025, 84500.5, Education Code.

Comment: Former Chapter 11 (commencing with Section 51820) of Division 2 contained seven minimum standards which implemented the Education Code requirement (Section 84500.1) prohibiting state aid (ADA) for courses which are not open to the general public. Section 51820 stated the basic policy of open enrollment. In June 1982, the Board, in an item dealing with attendance accounting, moved these regulations to a different portion of Title 5 (Division 9, Fiscal Support).

Former Section 51821 required districts to adopt a specified policy. Sections 51822, 51823, 51824, 51825 and 51826 related to course description, prerequisites, dissemination of information, registration and enrollment procedures, and enrollment limitations, respectively.

The provisions on open courses were adopted by the Board of Governors in December 1976. They were never monitored as minimum standards; however, since 1979 these standards have been monitored in connection with local fiscal audits conducted by independent auditors pursuant to Section 84040 of the Education Code. These auditors, who are CPA's, have applied these standards at each college on an annual basis. Where violations have been found, and have not been resolved, state aid has been withheld.

Except for one, the provisions on open courses don't need to be designated as minimum standards. A different compliance mechanism is already being used and appears to be working well. Staff does believe, however, that requiring each district governing board to adopt a policy on open courses (new Section 51006) should be retained as a minimum standard.

51008. Comprehensive Plan.

(a) The governing board of a community college district shall establish policies for and approve comprehensive or master plans which include, among other plans, academic master plans and long range master plans for facilities. The content of such plans shall be locally determined, except that they shall also address planning requirements specified by the Board of Governors.

(b) Such plans as well as any annual updates or changes to such plans, shall be submitted to the Chancellor's Office for review and approval in accordance with Section 71028 of the Education Code and regulations of the Board of Governors pertaining to such plans.

NOTE: Authority cited: Sections 66700, 71025, 81805, Education Code. Reference: Sections 71025, 71028, 71091, 72231.5, 81820, 81821, 81822, Education Code.

Comment: Current law requires districts to develop academic and facilities master plans, and to submit such plans to the Board of Governors for approval. The Board of Governors, as evidenced in its Long Term Finance Plan and other recent policies, has demonstrated a strong interest in comprehensive planning. Since there is no other compliance mechanism available for this critical compliance function, it is appropriate that comprehensive plan submission be made a minimum standard.

51010. Affirmative Action.

The governing board of a community college shall:

(a) Adopt a district affirmative action policy which meets the requirements of Section 53002 of this part;

(b) Develop and adopt a district affirmative action plan which meets the requirements of Section 53003 of this part;

(c) Annually survey its employment patterns in the manner required by Section 53004 of this part;

(d) Undertake a program of recruitment as required by Section 53021 of this part; and

(e) Substantially comply with the provisions of Chapter 1 (commencing with Section 53000) of Division 4 of this part.

NOTE: Authority cited: Sections 66700, 71025, 71068, 87105, Education Code. Reference: Sections 71025, 71068, and Article 4 (commencing with Section 87100) of Chapter 1, Part 51 of the Education Code.

Comment: The Board, in December 1981, adopted major revisions to its affirmative action employment regulations including provisions which established minimum standards. The policy on minimum standards that was adopted in that action has been incorporated into proposed Section 51010.

51012. Student Fees.

The governing board of a community college district may only establish such mandatory student fees as it is expressly authorized to establish by law.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 72289, Education Code.

Comment: The subject of student fees has long been an extremely critical one, given California's open door, no tuition policy.

The Board is not required by law to regulate or otherwise police the numerous statutes governing student fees; nor does the Education Code provide any sanctions for districts which might choose to ignore the law. Given the compelling State interest in the subject of fees and the fact that there are no other compliance mechanisms in place, it is essential that the Board exercise its broad power of supervision over this activity. Accordingly, the requirements of Education Code Section 72289 have been adapted into a minimum standard.

51014. Approval of New Colleges and Educational Centers.

(a) The governing board of a community college district planning the formation of a new college or educational center shall obtain approval of such college or educational center by the Board of Governors. Approval shall be obtained prior to the commencement of classes at the new college or educational center.

(b) The provisions of Chapter 11 (commencing with Section 55825) of Division 6 shall govern the approval of new colleges and educational centers.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 66700, 71025, Education Code.

Comment: Currently there are seven specific minimum standards on the subject of new colleges, and educational centers. These provisions define terms, dictate the items which districts must address, and specify responsibilities of the Chancellor's Office and Board of Governors.

It is not necessary for all of these provisions to be minimum standards. The only critical one is that the Board of Governors must approve any new colleges. Without approval being a minimum standard, there would otherwise be no method of enforcing compliance against a district which refused to submit a new college for approval.

The other provisions on college approval have been moved to Chapter 11 of Division 6.

51016. Accreditation.

Each community college within a district shall be an accredited institution. Accreditation shall be determined by the Accrediting Commission for Community and Junior Colleges.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 71026, 78050, Education Code.

Comment: Accreditation standards recently adopted by ACCJC provide one basis on which to make judgments about the quality of educational programs and services offered by a college.

The accreditation visit, which the Chancellor's Office is required to be a part of, provides a highly useful mechanism for determining whether these quality standards have been met. Accreditation will mean that a college has met the standards. Requiring accreditation as a minimum standard will thus relieve the Board from adopting duplicate or similar standards which call for subjective assessments of quality. Instead, the Board can focus on additional objectively verifiable standards which can complement the accreditation standard.

51018. Counseling Programs.

(a) The governing board of a community college district shall adopt regulations and procedures consistent with the provisions of this section. A copy of these regulations and procedures, as well as any amendments, shall be filed with the Chancellor's Office.

(b) The governing board of a community college district shall provide and publicize in each college within the district, an organized and functioning counseling program. Counseling programs shall include, but not be limited to, the following:

(1) Academic counseling, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals.

(2) Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.

(3) Personal counseling in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.

(4) Coordination with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

(c) Counseling services as specified in subparagraphs (1) through (3) of subsection (b) shall be provided to first-time students enrolled for more than six units, students enrolled provisionally and students on academic or progress probation.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 72620, Education Code.

Comment: Section 51018 is a rewritten and updated version of former Sections 51500-51503. A special advisory committee has been assisting staff in developing these changes over the past two years.

The rewritten provision overcomes problems which existed with the former minimum standards on the subject. The new requirements are both clear and objectively verifiable. They update the kinds of counseling programs which must be available by integrating and refining the provisions of Section 72620 of the Education Code. It should be noted that the word "provided" in subsection (C) of new Section 51018 does not mean that the student must have the counseling even if he or she doesn't want it.

51020. Objectives.
Each community college shall have stated objectives for its instructional program and for the functions which it undertakes to perform.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 71028, 72231.5, Education Code.

Comment: Reenacts Section 51100.

51021. Curriculum.
Each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Chapter 1 (commencing with Section 55000) of Division 6 of this part.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 78200, Education Code.

Comment: Reenacts Section 51101, with necessary cross-reference corrections.

51022. Faculty Personnel.
Each community college shall have an adequate teaching staff showing adequate scholarship, experience, and teaching ability for each major field of the curriculum.

NOTE: Authority cited: Sections 71025, 71068, Education Code. Reference: Sections 71025, 71068, Education Code.

Comment: Reenacts Section 51200.

51023. Conditions of Instruction.
Each community college shall have a sufficient number of faculty members to enable the students to receive individual guidance and assistance in learning and to permit the continued professional growth of the faculty members.

NOTE: Authority cited: Sections 66700, 71025, 71068, Education Code. Reference: Sections 71025, 71068, Education Code.

Comment: Reenacts Sections 51201.

51024. Library.
Each community college shall have an adequate working collection of books for each major field of the curriculum. New acquisitions shall be made in accordance with student enrollments.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Section 71025, Education Code.

Comment: Reenacts Section 51400.

51025. Facilities for Certain Courses.
Each community college shall have adequate equipment, materials, and furnishings for courses offered in agriculture, business and commercial education, fine arts, home economics, industrial and technical training, music, natural and physical sciences, and physical and health education.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Section 71025, Education Code.

Comment: Reenacts Section 51401.

Chapter 2. Investigation and Enforcement of Minimum Standards

51100. Review of Colleges.
(a) The Chancellor, at least once each seven years, and at such other times as he or she deems necessary, shall review each community college to determine whether it has met the minimum standards contained in Chapter 1 (commencing with Section 51000) of this Division.
(b) In the event that the Chancellor determines that a visit to the college is necessary to investigate compliance, he or she shall inform the chief executive officer of the district at least one month in advance of such visit, and shall specify the particular minimum standards which will be investigated.

NOTE: Authority cited: Section 66700, 71025, Education Code. Reference: Section 71026, Education Code.

Comment: Under this provision, all minimum standards would be investigated at least once each seven years. Many of the minimum standards can be monitored continuously from Sacramento. Others will require a college visit to determine compliance. The language of the regulation allows the Chancellor to conduct such other investigations as he or she deems necessary. When the investigation requires a college visit, the college will be provided advance notice and a specification of the standards to be investigated.

51102. Enforcement.

(a) If any review pursuant to Section 51100 discloses that a college is not in compliance with the provisions of Chapter 1 (commencing with Section 51000) of this Division, the Chancellor shall notify the chief executive officer of the district in writing, and shall request an official written response from the district by a date which the Chancellor shall specify.

(b) After receiving the district's written response, or after the time for response has lapsed, the Chancellor shall pursue one or more of the following courses of action:

(1) Accept in whole or part the district's response regarding noncompliance;

(2) Require the district to submit and adhere to a plan and timetable for achieving compliance as a condition for continued receipt of state aid;

(3) Withhold all or part of the district's state aid. The amount of withholding shall be related to the extent and gravity of noncompliance, and shall require approval of the Board of Governors.

(c) The Chancellor shall report to the Board of Governors on any actions taken pursuant to subsection (b) of this section; provided that in the event he or she determines to withhold all or a portion of a district's state aid, the Chancellor shall inform and obtain the approval of the Board prior to the withholding.

NOTE: Authority cited: Sections 66700, 71025, Eduction Code. Reference: Sections 71025, 71026, 84373, Education Code.

Comment: This provision establishes a number of enforcement options for the Chancellor. First, the district is put on notice and given a chance to respond. The Chancellor may then pursue one or more specified options. The amount of state aid to be withheld will depend on the extent and gravity of noncompliance. In situations where withholding is contemplated, the Chancellor is required to notify and obtain approval from the Board in advance; otherwise the Chancellor is required to inform the Board of his or her actions.

(11) Section 52000 is amended as follows:

52000. Credential Required.

(a) No person shall be employed by a district for service in grades 13 and 14 as an instructor, supervisor, chief administrative officer, librarian, counselor, supervisor of health, or student personnel worker or for certain services in the offices of the district unless such person holds a valid credential issued pursuant to the provisions of this chapter, or issued pursuant to the law relating to credentials as it read on and before January 1, 1971.

(b) The requirements established in this chapter are not intended to prohibit a district from using higher standards for the persons which they will employ. Districts are specifically encouraged to hire the best qualified and most capable persons they can find to serve in their community colleges.

(c) Any person who holds a credential may give advice to students relating to an area or areas of the curriculum of the community college.

(d) A person providing counseling services to students, as specified in subparagraphs (1) through (3) of subsection (b) of Section 51018 shall possess a valid community college counselor credential and be assigned specific times to directly assess and counsel students regarding their academic, career and personal goals. Any person performing such counseling services, on or prior to March 4, 1972, shall be authorized to continue such services without compliance with the additional requirements imposed by this section. Nothing in this section shall be construed as prohibiting the provision in a college of supportive services programs whose purpose is to provide students with additional information and support.

NOTE: Authority cited: Sections 71068, 87274 and 87295, Education Code. Reference: Sections 72620, 87064, 87067, 87200, 87275, 87279, 87282, 87285, 87293, 87298, 87299, Education Code.

Comment: The addition of subsection (d) to Section 52000 accomplishes the intent of bringing the credentialling requirement for counselors (Education Code Sections 72620, 87274) into Title 5.

(12) Chapter 9 (commencing with Section 55750) is added to Division 6, to read as follows:

Comment: Current regulations on standards of scholarship (Sections 51300-51319) are being moved from Division 2 (Minimum Standards) to this Division. No substantive changes have been made in the transfer of these provisions. The minimum standard (Section 51002) will require districts to adopt regulations consistent with the provisions of this chapter; districts will also be required to substantially comply with these provisions.

Chapter 9. Standards of Scholarship

55750. Regulations.

The governing board of a district maintaining a community college shall adopt regulations consistent with the provisions of this chapter. The regulations shall be published in the college catalog under appropriate headings and filed with the Chancellor's Office as required by Section 51002 of this part.

NOTE: Authority cited: Sections 71020, 71025 and 71066, Education Code. Reference: Sections 71066, 72285 and 76000, Education Code.

Comment: Reenacts former Section 51300, and adds reference to Section 51002.

55751. Grading Practices.

Each governing board maintaining one or more community colleges shall determine a uniform grading practice for the district which shall be based on sound academic principles and conform to the following standards:

(a) Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the governing board consistent with Section 55758.

(b) Such work shall also be graded in accordance with the provisions of Section 55752 or Section 55753.

NOTE: Authority cited: Sections 66700, 71020, 71024, 71025, 71027, and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

Comment: Reenacts former Section 51301 with appropriate cross-reference correction and a syntactical change to subparagraph (b) for clarity.

55752. Credit--No Credit Options.

(a) The governing board of a district maintaining a community college may by resolution and regulation offer courses in either or both of the following categories and shall specify in its catalog the category into which each course falls:

(1) Courses wherein all students are evaluated on a "credit--no credit" basis.

(2) Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit--no credit" or a letter grade.

(b) All units earned on a "credit--no credit" basis in accredited California institutions of higher education or equivalent out-ofstate institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a "credit--no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" (as defined in Section 55758) is recorded shall be considered in probation and dismissal procedures.

(d) Independent study courses offered in accordance with Sections 55300-55352 of this part may be graded on a "credit/no credit" basis in accordance with subdivision (a) of this section.

(e) When a district offers courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "CR/NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

NOTE: Authority cited: Sections 71020, 71025, 71027 and 71066, Education Code. Reference: Sections 71027, 71066 and 78207, Education Code.

Comment: Reenacts former Section 51302 with appropriate cross-reference corrections.

55753. Credit by Examination.

(a) The governing board maintaining one or more community colleges shall adopt and publish procedures and regulations pertaining to credit by examination in accordance with the provisions of this section and the provisions of Sections 55751, 55752, 55758, 55760, 55761, 55762, and 55764.

(b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(c) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

(d) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

NOTE: Authority cited: Sections 71020, 71025, 71066, and 78207, Education Code. Reference: Sections 71066, 72285, 78205, and 78207, Education Code.

Comment: Reenacts former Section 51302.5, with appropriate cross-reference corrections.

55754. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 55758.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", and "NC" (as defined in Section 55758) are recorded reaches or exceeds fifty percent (50%).

(c) The governing board of a community college district may adopt standards for probation which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W", "I", and "NC", a percentage less than fifty percent (50%).

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

Comment: Reenacts former Section 51303 with appropriate cross-reference corrections.

55755. Removal from Probation.

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W", "I", and "NC" (as defined in Section 55758) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W", "I", and "NC", a percentage less than fifty percent (50%).

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

Comment: Reenacts former Section 51303.5 with appropriate cross-reference corrections.

55756. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment (i.e., a fall quarter followed by a spring quarter shall be considered consecutive if the student was not enrolled in the winter quarter of that academic year).

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading scale described in Section 55758.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" (as defined in Section 55758) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with Section 55754.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards which do not exceed the standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W", "I", and "NC", a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth and shall file a copy of such rules with the Chancellor.

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

Comment: Reenacts former Section 51304, with appropriate cross-reference corrections.

55757. Units Attempted.

For the purposes of Sections 55754 and 55756, "all units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion in or exclusion of units in which a student did not receive a grade or "credit--no credit" or from which the student withdrew in accordance with rules adopted by the district governing board.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

Comment: Reenacts former Section 51305, with appropriate cross-reference corrections.

55758. Academic Record Symbols and Grade Point Average.

(a) Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory--units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing--units not counted in GPA)	

(b) The governing board for each community college district shall publish the point equivalencies for the grades used in subsection (a) of this section in the catalog or catalogs of that community college district as a part of its grading practices.

(c) The governing board of each community college district may authorize the use under specified controls and conditions of only the following nonevaluative symbols:

Symbol	Definition
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" Symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.
IP	In Progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subsection (a) of this part to be recorded on the student's permanent record for the course.

RD Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W Withdrawal: The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy consistent with the following:

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less).

The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in Section 55758 of this part, other than a "W".

The governing board may by regulation authorize withdrawal from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30% of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30% of a term, during which no notation shall be made.

Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less) shall be authorized after informing the appropriate faculty.

Withdrawal after the end of the fourteenth week (or 75% of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating grade point averages, but excessive "W"s (as defined in Sections 55754 and 55756 of this part) shall be used as factors in probation and dismissal procedures.

Within these guidelines, criteria for withdrawal and the procedures to accomplish it shall be established by governing boards and published in college catalogs.

A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

Comment: Reenacts former Section 51306 with appropriate cross-reference corrections.

55759. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

Comment: Reenacts former Section 51307.

55760. Grade Changes.

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55758 of this chapter The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

(b) The governing board of a district shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Sections 55761 and 55762. When grade changes are made in accordance with these Sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066 and 76224, Education Code.

Comment: Reenacts former Section 55760, with appropriate cross-reference corrections.

55761. District Policy for Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the repetition of courses for which substandard work has been recorded. For purposes of course repetition, academic renewal, and all other related provisions in this part, the term "substandard" shall be defined as meaning course work for which the grading symbols "D", "F", and/or "NC" (as defined in Section 55758) have been recorded. The procedures or regulations may allow such courses to be repeated and the previous grade and credit to be disregarded in the computation of grade point averages. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 71020, 71025, 71027 and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

Comment: Reenacts former Section 51315, with appropriate cross-reference corrections.

55762. Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the repetition of courses for which substandard academic performance has been previously recorded, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with:

(1) Education Code Section 76224, pertaining to the finality of grades assigned by instructors, and

(2) Chapter 2.5 (commencing with Section 59020) of Division 10 of this part, pertaining to the retention and destruction of records and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records;

(b) May permit repetition of any course which was taken in an accredited college or university and for which substandard academic performance as defined in Section 55761 is recorded.

(c) Shall, when adopted procedures or regulations permit course repetition, indicate any specific courses or categories of courses which are exempt from consideration under these regulations;

(d) Shall, in accordance, deem any course repetition permitted under Section 55761 to require "prior written permission from the district superintendent or the district superintendent's authorized representative or representatives";

(e) Shall clearly indicate any courses repeated under the provisions of this Section and Section 55761 on the student's permanent academic record, using an appropriate symbol;

(f) Shall, when adopted procedures or regulations permit course repetition, publish specific procedures to implement this Section;

(g) May, in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities; and

(h) Shall maintain a careful record of actions taken under course repetition procedures or regulations adopted in compliance with this Section and Section 55761, since periodic reports may be required by the Chancellor.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

Comment: Reenacts former Section 51316, with appropriate cross-reference corrections.

55763. Course Repetition: Special Circumstances.

(a) The governing board of a district may adopt procedures or regulations pertaining to the repetition of courses for which substandard work has not been recorded. Repetition of courses for which substandard work has not been recorded shall be permitted only upon petition of the student and with the written permission of the district superintendent or authorized representative based on a finding that circumstances exist which justify such repetition.

(b) When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(c) Grades awarded for courses repeated under the provisions of this section shall not be counted in calculating a student's grade point average.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

Comment: Reenacts former Section 51317, with appropriate cross-reference corrections.

55764. District Policy for Academic Renewal Without Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the alleviation of previously recorded substandard academic performance, as defined in Section 55761, which is not reflective of a student's demonstrated ability. Such procedures or regulations shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal regulations. When academic renewal procedures or regulations adopted by the districts permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

Comment: Reenacts former Section 51318, with appropriate cross-reference corrections.

55765. Academic Renewal Without Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the alleviation of previously recorded, substandard academic performance, as defined in Section 55761, which is not reflective of a student's demonstrated ability, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with:

(1) Education Code Section 76224, pertaining to the finality of grades assigned by instruction, and

(2) Chapter 2.5 (commencing with Section 59020) of Division 10 of this part pertaining to the retention and destruction of records, and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records.

(b) Shall, when the adopted procedures or regulations permit such alleviation, state:

(1) The maximum amount of coursework that may be alleviated;

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

(3) The length of time to have elapsed since the coursework to be alleviated was recorded; and

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation regulations.

(c) Shall, when the adopted procedures or regulations permit such alleviation, publish specific procedures to be followed in implementing procedures or regulations adopted pursuant to this Section and Section 55764 stating, at a minimum:

(1) The procedures to be followed by students in petitioning for alleviation; and

(2) The officers and/or personnel responsible for implementing the procedures or regulations.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

Comment: Reenacts former Section 51319, with appropriate cross-reference corrections.

(13) Chapter 10 (commencing with Section 55800) is added to Division 6, to read as follows:

Comment: Current regulations on degrees and certificates (Sections 51620-51629) are being moved from Division 2 to this Division. No substantive changes have been made in the transfer of these provisions, except that they will reflect changes currently being considered by the Board. The minimum standard (Section 51004) requires districts to adopt regulations consistent with the provisions of this chapter, and to substantially comply with such regulations.

55800. Regulations.
The governing board of community college districts shall adopt policy consistent with the provisions of this chapter. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by Section 51004 of this part.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Reenacts former Section 51621, and makes reference to requirements of Section 51004. Also clarifies that degree requirements are to be published in the catalog.

55801. Definitions.
For the purpose of this chapter, "satisfactorily completed" means either credit earned on a "credit--no credit" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Reenacts former Section 51622, with updating of language referring to 13th and 14th year graded courses.

55802. Associate in Arts Degree (Applicable Until July 1, 1983).
The governing board of a community college district shall confer the degree of associate in arts upon a student who in grades 13 and 14 has satisfactorily completed from 60 to 64 semester hours of work in a curriculum which the district accepts toward the degree (as shown by its catalog) and which includes all of the following minimum requirements, provided that 12 hours of the required credit hours were secured in residence at that community college:
(a) 18 semester units of study taken in a discipline or from related disciplines as listed in the Community Colleges "Classification of Instructional Disciplines."
(b) 15 semester units of general education which shall include at least one course in each of the following areas:
(1) Natural sciences. Those courses of study which deal with matter and energy and their interrelations and transformations (e.g., chemistry, physics, biology).
(2) Social sciences. The body of knowledge that relates to the human being as a member of society or component of society, such as the state, family, or any systematized human institution (e.g. economics, political science, sociology).

(3) Humanities. Those courses of study having primarily a cultural character (e.g., languages, literature, philosophy, fine arts).

(4) Learning skills. Courses, such as oral and written communication, logic, mathematics, and statistics, designed to facilitate acquisition and utilization of knowledge in natural sciences, social sciences, and humanities.

Students taking these courses may elect to use them to satisfy partially the general education requirements for a baccalaureate degree at the California State Colleges in accordance with the provisions of Section 40405 of this title.

(c) Ethnic studies courses shall be offered in one or more of the areas listed in subdivision (b).

The community college may determine which courses satisfy the requirements of this subdivision.

The governing board may make exceptions to the residence requirement in any instance in which it determines that an injustice or hardship would otherwise be placed upon an individual student.

(d) The provisions of this section shall be applicable to all students in attendance prior to July 1, 1983, unless provided otherwise by governing board policy adopted pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Reenacts former Section 51623, with clarification regarding effective dates and application.

55803. Associate in Science Degree (Applicable Until July 1, 1983).

The governing board of a community college district may confer the degree of associate in science upon a student who in grades 13 and 14 has completed satisfactorily a minimum of 60 semester hours of work, which shall satisfy all the requirements for an associate in arts degree and shall include a major of at least 18 semester hours in the fields of engineering, physical and biological sciences, or occupational curriculum.

The provisions of this section shall be applicable to all students in attendance prior to July 1, 1983, unless provided otherwise by governing board policy adopted pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Reenacts former Section 51624, with clarification regarding effective dates and application.

55805. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

> The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.
>
> Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.
>
> In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subsections (a) and (b) of this section.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Section 55805 is a rearranged version of a regulation adopted by the Board of Governors in March of 1982. The regulation (Section 51625) was rejected by the Office of Administrative Law because the provision was found to consist primarily of advisory language, exhortations and recommendations, and therefore was not a "regulation" within the meaning of the statutory definition (Government Code 11342(b). The section was also found to be "unclear," in that it didn't clearly advise districts of their obligations.

Section 55805 has been drafted so as to more clearly state the requirements which were present in the Board's original regulation. Advisory and recommendatory language has been reworked so that it fits within the definition of a regulation.

55806. Minimum Requirements for the Associate Degree (Applicable July 1, 1983).

The governing board of a community college district shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in General Education and at least 18 semester or 27 quarter units in a major as prescribed in this section. Of the required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the Associate Degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Major Requirements. At least 18 semester or 27 quarter units of study taken in a single discipline or related disciplines, as listed in the Community Colleges "Taxonomy of Programs," shall be required.

(b) General Education Requirements

(1) Students receiving an Associate Degree shall complete a minimum of 18 semester or 27 quarter units of general education, including a minimum of three semester or four quarter units in each of the areas (A), (B, and (C) and the same minimum in each part of (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(A) Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the General Education Requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific

method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

(B) Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

(C) Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition. Courses fulfilling the written composition requirement should include both expository and argumentative writing.

2. Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) While a course might satisfy more than one genervl education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy

both a general education requirement and a major requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the Associate Degree and to partially satisfy a general education requirement at the California State University and Colleges in accordance with the provisions of Section 40405 of of this title.

(3) Ethnic Studies will be offered in at least one of the required areas.

(c) The provisions of this section shall be applicable to all students who enter a community college on or after July 1, 1983, provided that a governing board may specify an earlier implementation date pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71020, 71062, and 71066, Education Code. Reference: Sections 66701, 71066, and 72285, Education Code.

Comment: Reenacts former Section 51626, with clarification regarding effective dates and application. Also clarifies courses included in natural sciences (physical geography, physical anthropology) and social and behavioral sciences (cultural anthropology, cultural geography).

55807. Conversion to Credit.

Upon student petition to and certification by a local board of trustees of credit-level achievement and prescribed academic rigor, and evidence of prescribed competence as approved by the faculty, noncredit courses may count toward associate degrees.

NOTE: Authority cited: Sections 71020, 71027, and 78405, Education Code. Reference: Sections 66701, 78200, 78201, and 78405, Education Code.

Comment: Reenacts former Section 51627.

55808. Certificate of Achievement.

The governing board of a community college district shall issue a certificate of achievement to any student whom the governing board determines has completed successfully any course of study or curriculum for which a certificate of achievement is offered.

NOTE: Authority cited: Sections 66700, 71020, and 71066, Education Code. Reference: Sections 66701, 71066, and 72285, Education Code.

Comment: Reenacts former Section 51628.

55809. Duty to Grant Diploma.

The governing board of a community college district shall award the appropriate diploma, degree or certificate whenever a student has completed all requirements for the degree, diploma or certificate without regard to the length of time actually taken by the student to complete such requirements. The governing board shall grant to any student, who has satisfactorily completed the requirement of any course of study in less than the prescribed time, credit for the full number of semester hours scheduled for such course.

NOTE: Authority cited: Sections 66700, 71020, and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

Comment: Reenacts former Section 51629.

55810. Implementation by Governing Boards.

(a) The governing board of a community college district shall adopt necessary policies and procedures to implement the transition between degree requirements applicable until July 1, 1983 (Sections 55802 and 55803) and requirements applicable on or after July 1, 1983 (Sections 55805 and 55806).

(b) The governing board of a community college may implement Sections 55805 and 55806 prior to July 1, 1983, provided that it develops the necessary policies and procedures to implement the transition and notifies the Chancellor as to when the implementation will commence.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

Comment: Revises and reenacts former Section 51620. Revisions are necessary for clarity.

(14) Chapter 11 (commencing with Section 55825) is added to Division 6 to read as follows:

Comment: Current regulations governing approval of new colleges (Sections 51800-51808) are being moved from Division 2 to this Division. No substantive changes are being made in conjunction with this transfer. The minimum standard (Section 51014) requires new colleges to be approved in accordance with the provisions of this chapter.

55825. Responsibilities of District Governing Boards.
The governing board of a community college district planning the formation of a new college or educational center as defined in Section 51827 shall employ and comply with the standards contained in Sections 51829, 51830 and 51831 of this chapter.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Comment: Reenacts former Section 51800. Subsections (a) and (b) of the former provision have been consolidated.

55827. Definitions.
(a) College. As used in this chapter, "college" means a degree-granting institution intended to provide instruction through the second year of college, including but not limited to one or more of the following categories: (1) standard collegiate courses for transfer to higher institutions; (2) vocational and technical fields leading to employment; or (3) general or liberal arts courses and for which institution the district intends to obtain accreditation.
(b) Education Center. As used in this chapter, "educational center" means a postsecondary operation established and administered by an existing college or district at a location away from the campus of the parent institution. An educational center is an operation planned to continue for three or more years and expected to enroll over 500 ADA by the third year of operation. The center typically has an on-site administrator and may offer programs leading to certificates and/or degrees conferred by the parent institution.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Section 66700, Education Code.

Comment: Reenacts former Section 51802.

55828. Responsibilities of the Chancellor's Office, Community College Districts and the Board of Governors.
(a) The Chancellor's Office shall maintain an inventory of all off-campus programs and facilities in the community colleges. This inventory shall be updated annually, and shall be distributed to each community college district and the Postsecondary Education Commission for use in planning activities.
(b) The Chancellor's Office shall develop procedures to identify and review plans for new colleges and new educational centers within the district's Five-Year Academic and Capital Outlay Master Plans.

(c) Community college districts shall prepare and submit to the Chancellor's Office proposals for new colleges and new educational centers as defined in this chapter. These proposals should contain at least the following elements: (1) Assessment of Needs and Preferences (Section 55829), (2) Definition of Objectives (Section 55830), and (3) Analysis of Alternative Delivery Systems (Section 55831)

(d) The Chancellor's Office shall review each proposed new college and new educational center and shall recommend approval or disapproval to the Board of Governors. The Chancellor's Office analysis of these proposals shall stress inter-district concerns and evaluation of the delivery system proposed.

(e) The Board of Governors shall approve or disapprove each new college or educational center and transmit its findings to the community college district initiating the proposal and to the California Postsecondary Education Commission.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Comment: Reenacts former Section 51803, with appropriate cross-reference corrections.

55829. Assessment of Needs and Preferences.

(a) The community area and characteristics of individuals to be served should be identified adequately.

(b) Projections of potential enrollment demand in the service area should demonstrate significant unmet need, taking into account plans of nearby secondary and postsecondary institutions.

(c) Significant community support should be evident and possible community opposition should be identified.

(d) Preferences for community college programs and services on the part of individuals in the service area should be identified.

(e) Insofar as possible, present and future labor market requirements should be identified for the proposed service area, a broader adjacent region, and the state.

(f) Projected labor market requirements and community program preferences should be reconciled, if possible.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Comment: Reenacts Section 51804.

55830. Identification of Objectives.

(a) Proposed college or educational center programs and services should be directed to the identified educational needs and preferences of the community to be served.

(b) Objectives of the proposed programs and services should be sufficiently specific that the district board may evaluate the success with which needs and preferences are met.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Comment: Reenacts former Section 51806.

55831. Analysis of Alternative Delivery Systems.

(a) The proposed operation should be the most effective and equitable of feasible delivery system alternatives for providing intended programs and services.

(b) Criteria for selecting the proposed delivery system should include:

(1) accessibility of programs and services to individuals in the service area,

(2) content and quality of programs and services, and

(3) cost of programs and services.

(c) Depending on the delivery system proposed, alternatives for providing the proposed programs and services should include, but need not be limited to:

(1) increased utilization of existing district resources.

(2) forming a new college, educational center, and/or outreach locations, and

(3) use of media such as television, computer-assisted instruction or programmed learning packages.

Alternative delivery systems considered should be adequately described, generally mutually exclusive, and limited to a manageable number to facilitate analysis and review.

(d) Proposed sources of funding for needed resources should be identified for both short and long-term operations.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Comment: Reenacts former Section 51808.

Be it further resolved that these regulations mandate no new cost to local government or school districts within the meaning of Section 2231 of the Revenue and Taxation Code.

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APPENDIX A

PROPOSALS TO REFORM ACCOUNTABILITY

1. Develop a comprehensive planning process to consolidate and integrate numerous planning processes, as well as numerous review and approval functions.

   (a) Separate planning processes being consolidated include:

   Academic Master Plan
   Vocational Education Planning
   Affirmative Action Plan
   EOPS Plan
   Handicapped Students Programs and Services (HSPS) Plan
   Facilities Master Plan

   (b) Separate review and approval functions being consolidated include:

   Course and Program Approval
   Academic Calendar (including flexible calendar) Approval
   Vocational Education Act approval of allocations
   Vocational Education Act approval of projects
   EOPS Plan and Budget approval
   HSPS Plan and Budget approval
   Facilities Project approval
   District Organization/Reorganization Proposals
   Deferred Maintenance Project approval

   (c) Statewide priorities identified by the Board of Governors would also be incorporated as a new element into this comprehensive planning process.

   (d) Comprehensive planning requirement would be enforced by making it a minimum standard.

2. Improve evaluation by coordinating and redefining the evaluative roles of the Board of Governors and the Accrediting Commission (FIPSE Project).

   (a) Preparation for accreditation will be coordinated with comprehensive plan development.

   (b) Newly revised and strengthened accreditation standards, as well as statewide priorities, will be validated during joint visits to colleges.

   (c) Progress on matters subject to evaluation would be enforced by making accreditation a minimum standard.

3. Improve systemwide compliance with legal requirements by relieving colleges of unnecessary or outdated mandates, increasing efforts to apprise them of legal requirements, and developing a revised set of minimum standards which will be enforced.

   (a) Successful legislation in 1979 (AB 1549), 1981 (AB 1726, AB 1730), and 1982 (AB 1729 and AB 3025) streamlined and updated not only the compliance responsibilities of colleges, but also those of the Board of Governors. Regulations of the Board have also undergone a comprehensive review to insure that they are necessary, clear, and up-to-date.

   (b) A comprehensive compliance checklist is being developed from earlier documents (Program Administrative Review - PAR) as a service to districts. The compliance checklist will serve to assist districts in knowing current legal requirements, thereby affording them an opportunity to voluntarily comply.

   (c) Minimum standards are being comprehensively reviewed and rewritten by taking into consideration other accountability standards and compliance mechanisms which are (or will be) in place (statewide priorities, accreditation standards, local fiscal audits of districts, 50% Law, part-time instructor limit). The aim is to develop a set of standards which establish achievable base levels of performance which are objectively verifiable, which address matters of critical statewide interest requiring the Board's intervention, and which are not otherwise adequately addressed through some other accountability mechanism.

   Minimum standards would be enforced by periodic monitoring by the Chancellor, with a variety of sanctions available (including partial or total withholding of state aid) in the event of noncompliance.

APPENDIX B

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CURRENT ACCOUNTABILITY MECHANISMS

Subject	Planning and/or Data Submission	Evaluation	Review and Approval (Pre-Audit)	Compliance Monitoring (Post-Audit)
1. Courses and Programs	o Academic Master Plan (EC 71028) o Course Classification o Information System (program inventory and course activity measures files) o Voc. Ed. Planning (Federal Requirements)	o Accred. Stds. 2A-2H o COPES Evaluation	o Course and Program (EC 78200) o Academic Calendar (including flexible calendar) o Voc. Ed. Act Allocations and Projects	o Local Fiscal Audits & Audit Resolution (checks course and program approval) o Monitor and Review (PAR) (EC 78200.5) o Min. Stds. (T-5 51100, 51101) o Office of Civil Rights Methods of Administration (OCR/MOA) o Voc. Ed. Act Monitoring
2. District Employees	o Information System (staff file) o Affirmative Action Plan o Voc. Ed. Planning (Federal Requirements)	o Accred. Stds. 3A-3E o COPES Evaluation	o Credentials o Voc. Ed. Act Allocations and Projects	o Local Fiscal Audits and Audit Resolution (checks whether instructors have credentials) o Affirmative Action monitoring re T-5 regs. o Part-time Instructor Limit and Waiver o Discrimination Complaints (AB 803) by employees o 50% Law (EC 84362) o Min. Stds. (T-5 51200-51201) o Voc. Ed. Act Monitoring
3. Students	o EOPS Plan o Handicapped Students Programs and Services (HSPS) Plan o Voc. Ed. Planning (Federal Requirements) o Information System (census student data file, EOPS student data file, vocational student data file, Handicapped student data file	o Accred. Stds. 4A-4B o COPES Evaluation	o EOPS Plan and Budget o HSPS Plan and Budget o Voc. Ed. Act Allocations and Projects	o Min. Stds. T-5 51300-51319 (grading policies), T-5 51620-51629 (degrees and certificates), T-5 51500-51503 (counseling) o Discrimination Complaints (AB 803) by students o OCR/MOA o Voc. Ed. Act Monitoring
4. Facilities and Learning Resources	o Facilities Master Plan (EC 71028, 81820) o Facilities Inventory o Voc. Ed. Planning (Federal Requirements)	o Accred. Stds. 7A-7C 6A-6D o COPES Evaluation	o Capital Outlay Projects o Deferred Maintenance Projects o Voc. Ed. Act Allocations and Projects	o Min. Stds. (T-5 51400-51401) o OCR/MOA
5. Finance	o ADA and Other Fiscal Data Reporting o Information System Finance file)	o Accred. Stds. 8A-8C		o Local Fiscal Audits & Audit Resolution (T-5 58000-58308)
6. District Organization			o District Organization/ Reorganization Proposals	

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APPENDIX C

Criteria for Minimum Standards

1. *Minimum standards should represent base levels of performance or functioning which the Board believes all districts can and should comply with.*

   Minimum standards are not appropriate for requiring levels of performance which the Board hopes or would like to see districts achieve. Rather, the minimum standard establishes the base level of performance. The agency, of course, will be interested in moving districts beyond these base levels of performance; but it shouldn't do so through minimum standards. Rather, it should encourage and assist districts using such accountability mechanisms as statewide priorities and the comprehensive planning process.

2. *Minimum standards should be limited to those subjects which are the most critical in terms of compliance, with careful consideration given to assessing the staff time and resources necessary to monitor the standards and whether such time and resources can be made available without sacrificing other important agency responsibilities.*

   A minimum standard is a serious compliance mechanism because of its link with state aid and because it will be actively monitored. With respect to each and every aspect of a minimum standard, the Board should be certain that it is willing to withhold funds in the event of noncompliance. Also, the Board should consider the amount of time and resources it will take to actively monitor the minimum standard. Given other agency responsibilities and the limited resources available, the Board should determine that the active monitoring of compliance is essential and that other important agency functions won't be unduly impaired.

3. *Before deciding to adopt a minimum standard for a given subject the Board should consider other compliance mechanisms which are available to address compliance with the same subject.*

   As mentioned previously, the Board has available numerous compliance mechanisms other than minimum standards. For instance, with respect to attendance accounting standards and standards for the 175-Day Rule, the local fiscal audit is a workable compliance mechanism already in place. Consequently, the attendance accounting and 175-Day Rule standards don't need to be considered as minimum standards.

4. *Minimum standards should be limited to those subjects specifically designated by the Legislature or those subjects which are of such compelling state interest that the Board finds it necessary to impinge on local autonomy and control of the colleges.*

   The Legislature specifically requires the Board to develop minimum standards for grading policies (Education Code 71066), for the

employment of academic and administrative staff (Education Code 71068), and for district formation (Education Code 74100). Two other provisions (Education Code 66700 and 71025) confer broad power to establish minimum standards.

With respect to the exercise of this broad power, however, the Board needs to be mindful of the community college governance structure, and particularly its charge under Section 71023 of the Education Code:

> ... The work of the Board shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local autonomy and control in the administration of the community colleges.

When the Legislature requires the Board to adopt minimum standards on a given subject it should be assumed that a compelling state interest was present to justify the intrusion into local control. Generally speaking, the interest in uniformity, standardization, or certain minimum levels of performance is seen to outweigh the interest in allowing districts to tailor their own particular policies on a subject. The Board of Governors should consciously ask and answer a similar question: Is this matter of such compelling state importance that it requires us to impinge on local autonomy; and does the particular minimum standard leave as much local control intact as possible?

As to what constitutes a "compelling state interest," this concept is more of a conclusion of the Board, given the particular conditions which are found to exist, than it is a term which can be defined and applied. In general, a compelling state interest involves a documented or demonstrable problem which has not been (and probably cannot be) addressed by many or most districts, and which is resulting in a diminution in the quality of community college education, inequities to students, or damage to the perception of community colleges in the eyes of entities of State government (especially the Legislature) or the general public. The concept of compelling state interest essentially requires the Board to find that a real problem exists, a problem that many districts aren't addressing, and that unless the Board intervenes it's likely that the Legislature or some other state agency will, thus hurting the community colleges as a whole.

5. *Minimum standards should be objectively verifiable; they should not be subjective or vague.*

There are at least three reasons why minimum standards should be objectively verifiable and clear. First, it is critical that districts clearly understand what is expected of them. On a matter which involves their receipt of state aid districts should not be left guessing about what they need to do. Second, the evaluation of compliance with minimum standards should not be dependent on the subjective judgment of the particular person doing the evaluation. Different persons should be able to apply the standards and reach the same conclusions. Finally, a standard which is vague would probably not withstand a court challenge or otherwise be legally enforceable.

(2) Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit--no credit" or a letter grade.

(b) All units earned on a "credit--no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a "credit--no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" (as defined in Section 55758) is recorded shall be considered in probation and dismissal procedures.

(d) Independent study courses offered in accordance with Sections 55300-55352 of this part may be graded on a "credit--no credit" basis in accordance with subdivision (a) of this section.

(e) When a district offers courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "CR/NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

NOTE: Authority cited: Sections 71020, 71025, 71027 and 71066, Education Code. Reference: Sections 71027, 71066 and 78207, Education Code.

55753. Credit by Examination.

(a) The governing board maintaining one or more community colleges shall adopt and publish procedures and regulations pertaining to credit by examination in accordance with the provisions of this section and the provisions of Sections 55751, 55752, 55758, 55760, 55761, 55762, and 55764.

(b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(c) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

(d) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

NOTE: Authority cited: Sections 71020, 71025, 71066, and 78207, Education Code. Reference: Sections 71066, 72285, 78205, and 78207, Education Code.

55754. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 55758.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" (as defined in Section 55758) are recorded reaches or exceeds fifty percent (50%).

(c) The governing board of a community college district may adopt standards for probation which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," and "NC," a percentage less than fifty percent (50%).

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

55755. Removal from Probation.

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" (as defined in Section 55758) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W," "I," and "NC," a percentage less than fifty percent (50%).

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

55756. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment (i.e., a fall quarter followed by a spring quarter shall be considered consecutive if the student was not enrolled in the winter quarter of that academic year).

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading scale described in Section 55758.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NC" (as defined in Section 55758) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with Section 55754.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards which do not exceed the standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth and shall file a copy of such rules with the Chancellor.

NOTE: Authority cited: Sections 66700, 71020, 71025, and 71066, Education Code. Reference: Sections 71066, 72285, and 76000, Education Code.

55757. Units Attempted.

For the purposes of Sections 55754 and 55756, "all units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion in or exclusion of units in which a student did not receive a grade or "credit--no credit" or from which the student withdrew in accordance with rules adopted by the district governing board.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

55758. Academic Record Symbols and Grade Point Average.

(a) Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory--units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing--units not counted in GPA)	

(b) The governing board for each community college district shall publish the point equivalencies for the grades used in subsection (a) of this section in the catalog or catalogs of that community college district as a part of its grading practices.

(c) The governing board of each community college district may authorize the use under specified controls and conditions of only the following nonevaluative symbols:

Symbol	Definition
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition

for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" Symbol shall not be used in calculating units attempted nor for grade points.

The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

IP In Progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subsection (a) of this part to be recorded on the student's permanent record for the course.

RD Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

d

W Withdrawal: The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy consistent with the following:

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less).

The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in Section 55758 of this part, other than a "W."

The governing board may by regulation authorize withdrawal from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30% of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30% of a term, during which no notation shall be made.

Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less) shall be authorized after informing the appropriate faculty.

Withdrawal after the end of the fourteenth week (or 75% of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating grade point averages, but excessive "W"s (as defined in Sections 55754 and 55756 of this part) shall be used as factors in probation and dismissal procedures.

Within these guidelines, criteria for withdrawal and the procedures to accomplish it shall be established by governing boards and published in college catalogs.

A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

55759. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and 76000, Education Code.

55760. Grade Changes.

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55758 of this chapter The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures

for the correction of grades given in error shall include expunging the incorrect grade from the record.

(b) The governing board of a district shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Sections 55761 and 55762. When grade changes are made in accordance with these Sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066 and 76224, Education Code.

55761. District Policy for Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the repetition of courses for which substandard work has been recorded. For purposes of course repetition, academic renewal, and all other related provisions in this part, the term "substandard" shall be defined as meaning course work for which the grading symbols "D," "F," and/or "NC" (as defined in Section 55758) have been recorded. The procedures or regulations may allow such courses to be repeated and the previous grade and credit to be disregarded in the computation of grade point averages. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 71020, 71025, 71027 and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

55762. Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the repetition of courses for which substandard academic performance has been previously recorded, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with:

(1) Education Code Section 76224, pertaining to the finality of grades assigned by instructors, and

(2) Chapter 2.5 (commencing with Section 59020) of Division 10 of this part, pertaining to the retention and destruction of records and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records;

(b) May permit repetition of any course which was taken in an accredited college or university and for which substandard academic performance as defined in Section 55761 is recorded.

(c) Shall, when adopted procedures or regulations permit course repetition, indicate any specific courses or categories of courses which are exempt from consideration under these regulations;

(d) Shall, in accordance, deem any course repetition permitted under Section 55761 to require "prior written permission from the district superintendent or the district superintendent's authorized representative or representatives;"

(e) Shall clearly indicate any courses repeated under the provisions of this Section and Section 55761 on the student's permanent academic record, using an appropriate symbol;

(f) Shall, when adopted procedures or regulations permit course repetition, publish specific procedures to implement this Section;

(g) May, in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities; and

(h) Shall maintain a careful record of actions taken under course repetition procedures or regulations adopted in compliance with this Section and Section 55761, since periodic reports may be required by the Chancellor.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

55763. Course Repetition: Special Circumstances.

(a) The governing board of a district may adopt procedures or regulations pertaining to the repetition of courses for which substandard work has not been recorded. Repetition of courses for which substandard work has not been recorded shall be permitted only upon petition of the student and with the written permission of the district superintendent or authorized representative based on a finding that circumstances exist which justify such repetition.

(b) When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(c) Grades awarded for courses repeated under the provisions of this section shall not be counted in calculating a student's grade point average.

NOTE: Authority cited: Sections 71020, 71025, and 71066, Education Code. Reference: Sections 72285 and

55764. District Policy for Academic Renewal Without Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the alleviation of previously recorded substandard academic performance, as defined in Section 55761, which is not reflective of a student's demonstrated ability. Such procedures or regulations shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal regulations. When academic renewal procedures or regulations adopted by the districts permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

55765. Academic Renewal Without Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the alleviation of previously recorded, substandard academic performance, as defined in Section 55761, which is not reflective of a student's demonstrated ability, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with:

(1) Education Code Section 76224, pertaining to the finality of grades assigned by instruction, and

(2) Chapter 2.5 (commencing with Section 59020) of Division 10 of this part pertaining to the retention and destruction of records, and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records.

(b) Shall, when the adopted procedures or regulations permit such alleviation, state:

(1) The maximum amount of coursework that may be alleviated;

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

(3) The length of time to have elapsed since the course-work to be alleviated was recorded; and

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation regulations.

(c) Shall, when the adopted procedures or regulations permit such alleviation, publish specific procedures to be followed in implementing procedures or regulations adopted

pursuant to this Section and Section 55764 stating, at a minimum:

(1) The procedures to be followed by students in petitioning for alleviation; and

(2) The officers and/or personnel responsible for implementing the procedures or regulations.

NOTE: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

(13) Chapter 10 (commencing with Section 55800) is added to Division 6, to read as follows:

Chapter 10. Degrees and Certificates

55800. Regulations.

The governing board of community college districts shall adopt policy consistent with the provisions of this chapter. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by Section 51004 of this part.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

55801. Definitions.

For the purpose of this chapter, "satisfactorily completed" means either credit earned on a "credit--no credit" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

55802. Associate in Arts Degree (Applicable Until July 1, 1983).

The governing board of a community college district shall confer the degree of associate in arts upon a student who in grades 13 and 14 has satisfactorily completed from 60 to 64 semester hours of work in a curriculum which the district accepts toward the degree (as shown by its catalog) and which includes all of the following minimum requirements, provided that 12 hours of the required credit hours were secured in residence at that community college:

(a) 18 semester units of study taken in a discipline or from related disciplines as listed in the Community Colleges "Classification of Instructional Disciplines."

(b) 15 semester units of general education which shall include at least one course in each of the following areas:

(1) Natural sciences. Those courses of study which deal with matter and energy and their interrelations and transformations (e.g., chemistry, physics, biology).

(2) Social sciences. The body of knowledge that relates to the human being as a member of society or component of society, such as the state, family, or any systematized human institution (e.g. economics, political science, sociology).

(3) Humanities. Those courses of study having primarily a cultural character (e.g., languages, literature, philosophy, fine arts).

(4) Learning skills. Courses, such as oral and written communication, logic, mathematics, and statistics, designed to facilitate acquisition and utilization of knowledge in natural sciences, social sciences, and humanities.

Students taking these courses may elect to use them to satisfy partially the general education requirements for a baccalaureate degree at the California State Colleges in accordance with the provisions of Section 40405 of this title.

(c) Ethnic studies courses shall be offered in one or more of the areas listed in subdivision (b).

The community college may determine which courses satisfy the requirements of this subdivision.

The governing board may make exceptions to the residence requirement in any instance in which it determines that an injustice or hardship would otherwise be placed upon an individual student.

(d) The provisions of this section shall be applicable to all students in attendance prior to July 1, 1983, unless provided otherwise by governing board policy adopted pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

55803. Associate in Science Degree (Applicable Until July 1, 1983).

The governing board of a community college district may confer the degree of associate in science upon a student who in grades 13 and 14 has completed satisfactorily a minimum of 60 semester hours of work, which shall satisfy all the requirements for an associate in arts degree and shall include a major of at least 18 semester hours in the fields of engineering, physical and biological sciences, or occupational curriculum.

The provisions of this section shall be applicable to all students in attendance prior to July 1, 1983, unless provided otherwise by governing board policy adopted pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

55805. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

> The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.
>
> Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.
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> In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subsections (a) and (b) of this section.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

55806. Minimum Requirements for the Associate Degree (Applicable July 1, 1983).

The governing board of a community college district shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in General Education and at least 18 semester or 27 quarter units in a major as prescribed in this section. Of the required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the Associate Degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Major Requirements. At least 18 semester or 27 quarter units of study taken in a single discipline or related disciplines, as listed in the Community Colleges "Taxonomy of Programs," shall be required.

(b) General Education Requirements

(1) Students receiving an Associate Degree shall complete a minimum of 18 semester or 27 quarter units of general education, including a minimum of three semester or four quarter units in each of the areas (A), (B) and (C) and the same minimum in each part of (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(A) Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the General Education Requirement in natural sciences, a course should help the student develop method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

(B) Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would

include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

(C) Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition. Courses fulfilling the written composition requirement should include both expository and argumentative writing.

2. Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the Associate Degree and to partially satisfy a general education requirement at the California State University and Colleges in accordance with the provisions of Section 40405 of of this title.

(3) Ethnic Studies will be offered in at least one of the required areas.

(c) The provisions of this section shall be applicable to all students who enter a community college on or after July 1, 1983, provided that a governing board may specify an earlier implementation date pursuant to subsection (b) of Section 55810.

NOTE: Authority cited: Sections 66700, 71020, 71062, and 71066, Education Code. Reference: Sections 66701, 71066, and 72285, Education Code.

55807. Conversion to Credit.
Upon student petition to and certification by a local board of trustees of credit-level achievement and prescribed academic rigor, and evidence of prescribed competence as approved by the faculty, noncredit courses may count toward associate degrees.

NOTE: Authority cited: Sections 71020, 71027, and 78405, Education Code. Reference: Sections 66701, 78200, 78201, and 78405, Education Code.

55808. Certificate of Achievement.
The governing board of a community college district shall issue a certificate of achievement to any student whom the governing board determines has completed successfully any course of study or curriculum for which a certificate of achievement is offered.

NOTE: Authority cited: Sections 66700, 71020, and 71066, Education Code. Reference: Sections 66701, 71066, and 72285, Education Code.

55809. Duty to Grant Diploma.
The governing board of a community college district shall award the appropriate diploma, degree or certificate whenever a student has completed all requirements for the degree, diploma or certificate without regard to the length of time actually taken by the student to complete such requirements. The governing board shall grant to any student, who has satisfactorily completed the requirements of any course of study in less than the prescribed time, credit for the full number of semester hours scheduled for such course.

NOTE: Authority cited: Sections 66700, 71020, and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

55810. Implementation by Governing Boards.
(a) The governing board of a community college district shall adopt necessary policies and procedures to implement the transition between degree requirements applicable until July 1, 1983 (Sections 55802 and 55803) and requirements applicable on or after July 1, 1983 (Sections 55805 and 55806).
(b) The governing board of a community college may implement Sections 55805 and 55806 prior to July 1, 1983, provided that it develops the necessary policies and procedures to implement the transition and notifies the Chancellor as to when the implementation will commence.

NOTE: Authority cited: Sections 66700, 71022, 71066, Education Code. Reference: Sections 66701, 71066, 72285, Education Code.

(14) Chapter 11 (commencing with Section 55825) is added to Division 6 to read as follows:

Chapter 11. New Colleges and Education Centers

55825. Responsibilities of District Governing Boards.
The governing board of a community college district planning the formation of a new college or educational center as defined in Section 51827 shall employ and comply with the standards contained in Sections 51829, 51830 and 51831 of this chapter.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

55827. Definitions.
(a) College. As used in this chapter, "college" means a degree-granting institution intended to provide instruction through the second year of college, including but not limited to one or more of the following categories: (1) standard collegiate courses for transfer to higher institutions; (2) vocational and technical fields leading to employment; or (3) general or liberal arts courses and for which institution the district intends to obtain accreditation.
(b) Education Center. As used in this chapter, "educational center" means a postsecondary operation established and administered by an existing college or district at a location away from the campus of the parent institution. An educational center is an operation planned to continue for three or more years and expected to enroll over 500 ADA by the third year of operation. The center typically has an on-site administrator and may offer programs leading to certificates and/or degrees conferred by the parent institution.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Section 66700, Education Code.

55828. Responsibilities of the Chancellor's Office, Community College Districts and the Board of Governors.
(a) The Chancellor's Office shall maintain an inventory of all off-campus programs and facilities in the community colleges. This inventory shall be updated annually, and shall be distributed to each community college district and the Postsecondary Education Commission for use in planning activities.
(b) The Chancellor's Office shall develop procedures to identify and review plans for new colleges and new educational centers within the district's Five-Year Academic and Capital Outlay Master Plans.

(c) Community college districts shall prepare and submit to the Chancellor's Office proposals for new colleges and new educational centers as defined in this chapter. These proposals should contain at least the following elements: (1) Assessment of Needs and Preferences (Section 55829), (2) Definition of Objectives (Section 55830), and (3) Analysis of Alternative Delivery Systems (Section 55831)

(d) The Chancellor's Office shall review each proposed new college and new educational center and shall recommend approval or disapproval to the Board of Governors. The Chancellor's Office analysis of these proposals shall stress inter-district concerns and evaluation of the delivery system proposed.

(e) The Board of Governors shall approve or disapprove each new college or educational center and transmit its findings to the community college district initiating the proposal and to the California Postsecondary Education Commission.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

55829. Assessment of Needs and Preferences.

(a) The community area and characteristics of individuals to be served should be identified adequately.

(b) Projections of potential enrollment demand in the service area should demonstrate significant unmet need, taking into account plans of nearby secondary and postsecondary institutions.

(c) Significant community support should be evident and possible community opposition should be identified.

(d) Preferences for community college programs and services on the part of individuals in the service area should be identified.

(e) Insofar as possible, present and future labor market requirements should be identified for the proposed service area, a broader adjacent region, and the state.

(f) Projected labor market requirements and community program preferences should be reconciled, if possible.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

55830. Identification of Objectives.

(a) Proposed college or educational cer services should be directed to the identified educational needs and preferences of the community to be served.

(b) Objectives of the proposed programs and services should be sufficiently specific that the district board may evaluate the success with which needs and preferences are met.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

55831. Analysis of Alternative Delivery Systems.

(a) The proposed operation should be the most effective and equitable of feasible delivery system alternatives for providing intended programs and services.

(b) Criteria for selecting the proposed delivery system should include:

(1) accessibility of programs and services to individuals in the service area,

(2) content and quality of programs and services, and

(3) cost of programs and services.

(c) Depending on the delivery system proposed, alternatives for providing the proposed programs and services should include, but need not be limited to:

(1) increased utilization of existing district resources.

(2) forming a new college, educational center, and/or outreach locations, and

(3) use of media such as television, computer-assisted instruction or programmed learning packages.

Alternative delivery systems considered should be adequately described, generally mutually exclusive, and limited to a manageable number to facilitate analysis and review.

(d) Proposed sources of funding for needed resources should be identified for both short and long-term operations.

NOTE: Authority cited: Sections 66700, 71020, Education Code. Reference: Sections 66700, 81810, Education Code.

Be it further resolved that these regulations mandate no new cost to local government or school districts within the meaning of Section 2231 of the Revenue and Taxation Code.

Board Action No. 830310

Board of Governors of the
California Community Colleges

CONTINUATION POLICY FOR 1982-83 COURSE CUTS

The Board of Governors unanimously endorsed Alternative 3, as amended:

> Staff will develop for the April meeting criteria for the identification of those courses which should no longer be offered in the credit or noncredit instructional programs of the community colleges.

Until such time as further Board action is taken, the current course deletion list will remain in effect.

The Board further directed staff to work with an advisory committee to prepare such criteria.

Certified Adopted: March 11, 1983

Board Action No. 830311

Board of Governors of the
California Community Colleges

A RESOLUTION HONORING RICHARD T. ESTRADA

The Board of Governors adopted unanimously the following resolution:

Whereas, Richard T. Estrada was appointed to the Board of Governors by Governor Edmund G. Brown, Jr., in September 1980; and

Whereas, Richard served on all standing committees of the Board and also on special committees on community college mission and on student fees; and

Whereas, Richard acted as the Board's representative to the statutory advisory committee on Extended Opportunity Programs and Services; and

Whereas, he brought to the Board his long experience in student government and served as a dedicated advocate for the viewpoint of community college students; and

Whereas, his commitment to improving educational opportunities for the disabled made him a spokesperson for students with special needs; and

Whereas, his services and representation were acknowledged also by the Hispanic community; and

Whereas, Richard's contributions to the Board in terms of ideas, time, and energy were many and varied, and his attendance and participation at meetings were consistently excellent; and

Whereas, his sense of humor and warm personal presence were appreciated by all Board members and by agency staff; NOW, THEREFORE, BE IT

Resolved, that the Board of Governors is proud of the outstanding achievements of Richard T. Estrada and will miss him at future meetings; and BE IT FURTHER

Resolved, that the Board commends and thanks Richard for his service to community college students, faculty and staff, and wishes him well in the future.

Certified Adopted: March 11, 1983

Board Action No. 830312

Board of Governors of the
California Community Colleges

A RESOLUTION HONORING EVONNE SERON SCHULZE

The Board of Governors adopted unanimously the following resolution:

Whereas, Evonne Seron Schulze was appointed to the Board of Governors by former Governor Edmund G. Brown, Jr., in April 1982; and

Whereas, Ms. Schulze has served on the Board's Educational Policy Committee and Legislative and Administration Committee; and

Whereas, she also served on a special select committee to refine the Board's draft Statement of Mission and Statewide Priorities; and

Whereas, Ms. Schulze served as the Board's alternate representative to the California Postsecondary Education Commission; and

Whereas, she has represented the Board of Governors as a spokesperson before the association of community college trustees and students; and

Whereas, Evonne's attendance record at Board meetings was perfect, and by her energy and commitment she made substantial contributions to the work of the Board; NOW, THEREFORE, BE IT

Resolved, that the Board of Governors will sorely miss Evonne Seron Schulze as a valuable and hard-working member and congenial colleague; AND BE IT FURTHER

Resolved, that the Board thanks Evonne for her many contributions and wishes her well in the future.

Certified Adopted: March 11, 1983

Board Action No. 830309

Board of Governors of the
California Community Colleges

MINIMUM STANDARDS

The Board of Governors unanimously adopted the attached regulations on minimum standards.

Certified Adopted: March 11, 1983

Be it resolved by the Board of Governors of the California Community Colleges, acting under the authority of Sections 66700, 71020, 71025, 71026, 71062, 71066, 71068 and 84373 of the Education Code, in order to implement, interpret, or make specific Sections 66700, 71025, 71026, 71066, 71068 and 84373 of the Education Code, and pursuant to the Administrative Procedures Act, that regulations in Title 5 of the California Administrative Code are added, amended or repealed as follows:

(1) Chapter 1 (commencing with Section 51000) of Division 2, Part VI is repealed.

(2) Chapter 2 (commencing with Section 51100) of Division 2, Part VI is repealed.

(3) Chapter 3 (commencing with Section 51200) of Division 2, Part VI is repealed.

(4) Chapter 4 (commencing with Section 51300) of Division 2, Part VI is repealed.

(5) Chapter 5 (commencing with Section 51400) of Division 2, Part VI is repealed.

(6) Chapter 6 (commencing with Section 51500) of Division 2, Part VI is repealed.

(7) Chapter 8 (commencing with Section 51620) of Division 2, Part VI is repealed.

(8) Chapter 9 (commencing with Section 51700) of Division 2, Part VI is repealed.

(9) Chapter 10 (commencing with Section 51800) of Division 2, Part VI is repealed.

(10) Chapter 1 (commencing with Section 51000) is added to Division 2 Part VI, to read:

Chapter 1. Minimum Standards

51000. Scope.

The provisions of this chapter are adopted under the authority of Education Code Section 71025 and comprise the rules and regulations affirming and fixing the minimum standards, satisfaction of which entitles a district maintaining community colleges to receive state aid for the support of their community colleges. The provisions of this chapter are to be distinguished from the regulations contained in Chapter 15 (commencing with Section 51950) of this division. Those regulations constitute minimum standards for the formation and operation of a college which operates pursuant to Education Code Section 78007 and which will not receive or utilize state or local funds.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 66700, 71025, Education Code.

51002. Standards of Scholarship.

The governing board of a community college district shall:

(a) Adopt regulations consistent with the standards of scholarship adopted by the Board of Governors, as contained in Chapter 9 (commencing with Section 55750) of Division 6 of this part;

(b) File a copy of its regulations, and any amendments thereto, with the Chancellor; and

(c) Substantially comply with its regulations and the regulations of the Board of Governors pertaining to standards of scholarship.

NOTE: Authority cited: Sections 66700, 71025, 71066, Education Code. Reference: Sections 71025, 71066, 72285, Education Code.

51004. Degrees and Certificates.

The governing board of a community college district shall:

(a) Adopt regulations consistent with regulations of the Board of Governors pertaining to degrees and certificates, which are contained in Chapter 10 (commencing with Section 55800) of Division 6 of this part;

(b) File a copy of its regulations and any amendments thereto with the Chancellor; and

(c) Substantially comply with its regulations and the regulations of the Board of Governors pertaining to degrees and certificates.

NOTE: Authority cited: Sections 66700, 71025, 71066, Education Code. Reference: Sections 71025, 71066, 72285, Education Code.

51006. Open Courses.

(a) The governing board of a community college district shall adopt by resolution the following or a comparable statement: "It is the policy of this district that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 1 (commencing with Section 58100) of Chapter 2, Division 9 of Title 5 of the California Administrative Code."

(b) The statement of policy adopted by the board pursuant to subsection (a) of this section shall be published in the official catalog, schedule of classes, and addenda to the

schedule of classes for which average daily attendance is reported for state apportionment. A copy of the statement shall also be filed with the Chancellor.

NOTE: Authority cited: Sections 66700, 71025, 84500.1, Education Code. Reference: Sections 71025, 84500.5, Education Code.

51008. Comprehensive Plan.

(a) The governing board of a community college district shall establish policies for and approve comprehensive or master plans which include, among other plans, academic master plans and long range master plans for facilities. The content of such plans shall be locally determined, except that they shall also address planning requirements specified by the Board of Governors.

(b) Such plans, as well as any annual updates or changes to such plans, shall be submitted to the Chancellor's Office for review and approval in accordance with Section 71028 of the Education Code and regulations of the Board of Governors pertaining to such plans.

NOTE: Authority cited: Sections 66700, 71025, 81805, Education Code. Reference: Sections 71025, 71028, 71091, 72231.5, 81820, 81821, 81822, Education Code.

51010. Affirmative Action.

The governing board of a community college shall:

(a) Adopt a district affirmative action policy which meets the requirements of Section 53002 of this part;

(b) Develop and adopt a district affirmative action plan which meets the requirements of Section 53003 of this part;

(c) Annually survey its employment patterns in the manner required by Section 53004 of this part;

(d) Undertake a program of recruitment as required by Section 53021 of this part; and

(e) Substantially comply with the provisions of Chapter 1 (commencing with Section 53000) of Division 4 of this part.

NOTE: Authority cited: Sections 66700, 71025, 71068, 87105, Education Code. Reference: Sections 71025, 71068, and Article 4 (commencing with Section 87100) of Chapter 1, Part 51 of the Education Code.

51012. Student Fees.

The governing board of a community college district may only establish such mandatory student fees as it is expressly authorized to establish by law.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 72289, Education Code.

51014. Approval of New Colleges and Educational Centers.

(a) The governing board of a community college district planning the formation of a new college or educational center shall obtain approval of such college or educational center by the Board of Governors. Approval shall be obtained prior to the commencement of classes at the new college or educational center.

(b) The provisions of Chapter 11 (commencing with Section 55825) of Division 6 shall govern the approval of new colleges and educational centers.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 66700, 71025, Education Code.

51016. Accreditation.

Each community college within a district shall be an accredited institution. Accreditation shall be determined by the Accrediting Commission for Community and Junior Colleges.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 71026, 78050, Education Code.

51018. Counseling Programs.

(a) The governing board of a community college district shall adopt regulations and procedures consistent with the provisions of this section. A copy of these regulations and procedures, as well as any amendments, shall be filed with the Chancellor's Office.

(b) The governing board of a community college district shall provide and publicize in each college within the district, an organized and functioning counseling program. Counseling programs shall include, but not be limited to, the following:

(1) Academic counseling, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals.

(2) Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.

(3) Personal counseling in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.

(4) Coordination with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

(c) Counseling services as specified in subparagraphs (1) through (3) of subsection (b) shall be provided to first-time students enrolled for more than six units, students enrolled provisionally and students on academic or progress probation.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 72620, Education Code.

51020. Objectives.

Each community college shall have stated objectives for its instructional program and for the functions which it undertakes to perform.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 71028, 72231.5, Education Code.

51021. Curriculum.

Each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Chapter 1 (commencing with Section 55000) of Division 6 of this part.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 78200, Education Code.

51022. Faculty Personnel.

Each community college shall have an adequate teaching staff showing adequate scholarship, experience, and teaching ability for each major field of the curriculum.

NOTE: Authority cited: Sections 71025, 71068, Education Code. Reference: Sections 71025, 71068, Education Code.

51023. Conditions of Instruction.

Each community college shall have a sufficient number of faculty members to enable the students to receive individual guidance and assistance in learning and to permit the continued professional growth of the faculty members.

NOTE: Authority cited: Sections 66700, 71025, 71068, Education Code. Reference: Sections 71025, 71068, Education Code.

51024. Library.
Each community college shall have an adequate working collection of books for each major field of the curriculum. New acquisitions shall be made in accordance with student enrollments.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Section 71025, Education Code.

51025. Facilities for Certain Courses.
Each community college shall have adequate equipment, materials, and furnishings for courses offered in agriculture, business and commercial education, fine arts, home economics, industrial and technical training, music, natural and physical sciences, and physical and health education.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Section 71025, Education Code.

Chapter 2. Investigation and Enforcement of Minimum Standards

51100. Review of Colleges.
(a) The Chancellor, at least once each seven years, and at such other times as he or she deems necessary, shall review each community college to determine whether it has met the minimum standards contained in Chapter 1 (commencing with Section 51000) of this Division.
(b) In the event that the Chancellor determines that a visit to the college is necessary to investigate compliance, he or she shall inform the chief executive officer of the district at least one month in advance of such visit, and shall specify the particular minimum standards which will be investigated.

NOTE: Authority cited: Section 66700, 71025, Education Code. Reference: Section 71026, Education Code.

51102. Enforcement.
(a) If any review pursuant to Section 51100 discloses that a college is not in compliance with the provisions of Chapter 1 (commencing with Section 51000) of this Division, the Chancellor shall notify the chief executive officer of the district in writing, and shall request an official written response from the district by a date which the Chancellor shall specify.

(b) After receiving the district's written response, or after the time for response has lapsed, the Chancellor shall pursue one or more of the following courses of action:

(1) Accept in whole or part the district's response regarding noncompliance;

(2) Require the district to submit and adhere to a plan and timetable for achieving compliance as a condition for continued receipt of state aid;

(3) Withhold all or part of the district's state aid. The amount of withholding shall be related to the extent and gravity of noncompliance, and shall require approval of the Board of Governors.

(c) The Chancellor shall report to the Board of Governors on any actions taken pursuant to subsection (b) of this section; provided that in the event he or she determines to withhold all or a portion of a district's state aid, the Chancellor shall inform and obtain the approval of the Board prior to the withholding.

NOTE: Authority cited: Sections 66700, 71025, Education Code. Reference: Sections 71025, 71026, 84373, Education Code.

(11) Section 52000 is amended as follows:

52000. Credential Required.

(a) No person shall be employed by a district for service in grades 13 and 14 as an instructor, supervisor, chief administrative officer, librarian, counselor, supervisor of health, or student personnel worker or for certain services in the offices of the district unless such person holds a valid credential issued pursuant to the provisions of this chapter, or issued pursuant to the law relating to credentials as it read on and before January 1, 1971.

(b) The requirements established in this chapter are not intended to prohibit a district from using higher standards for the persons which they will employ. Districts are specifically encouraged to hire the best qualified and most capable persons they can find to serve in their community colleges.

(c) Any person who holds a credential may give advice to students relating to an area or areas of the curriculum of the community college.

(d) A person providing counseling services to students, as specified in subparagraphs (1) through (3) of subsection (b) of Section 51018 shall possess a valid community college counselor credential and be assigned specific times to directly assess and counsel students regarding their academic, career and personal goals. Any person performing such counseling services, on or prior to March 4, 1972, shall be authorized to continue such services without compliance with

the additional requirements imposed by this section. Nothing in this section shall be construed as prohibiting the provision in a college of supportive services programs whose purpose is to provide students with additional information and support.

NOTE: Authority cited: Sections 71068, 87274 and 87295, Education Code. Reference: Sections 72620, 87064, 87067, 87200, 87275, 87279, 87282, 87285, 87293, 87298, 87299, Education Code.

(12) Chapter 9 (commencing with Section 55750) is added to Division 6, to read as follows:

Chapter 9. Standards of Scholarship

55750. Regulations.

The governing board of a district maintaining a community college shall adopt regulations consistent with the provisions of this chapter. The regulations shall be published in the college catalog under appropriate headings and filed with the Chancellor's Office as required by Section 51002 of this part.

NOTE: Authority cited: Sections 71020, 71025 and 71066, Education Code. Reference: Sections 71066, 72285 and 76000, Education Code.

55751. Grading Practices.

Each governing board maintaining one or more community colleges shall determine a uniform grading practice for the district which shall be based on sound academic principles and conform to the following standards:

(a) Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the governing board consistent with Section 55758.

(b) Such work shall also be graded in accordance with the provisions of Section 55752 or Section 55753.

NOTE: Authority cited: Sections 66700, 71020, 71024, 71025, 71027, and 71066, Education Code. Reference: Sections 71066 and 72285, Education Code.

55752. Credit--No Credit Options.

(a) The governing board of a district maintaining a community college may by resolution and regulation offer courses in either or both of the following categories and shall specify in its catalog the category into which each course falls:

(1) Courses wherein all students are evaluated on a "credit--no credit" basis.

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